

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev. (8/08)

SITION OF DESCRIPTION	<p>TITLE OF POSITION: Records & ID Officer Lieutenant SALARY RANGE: 624A 41,917 – 58,540 Department or Agency Name: Corrections Assignment(s)/Comments: Hours of Work: 2:00 P.M. – 9:00 P.M. Days Off: To be determined Location: Intake Service Center Restrictions/Limitations: RIBCO Members ONLY (Inappropriate bids will not be acknowledged) Position Covered By Collective Bargaining Agreement: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Name of Bargaining Unit: RIBCO There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position. See A/B or Both for Specific Instructions Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
TO CANDIDATE GENERAL INFORMATION	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number. MOST IMPORTANT - please include the following information: ● The title of the position for which you are applying ● Name of department where you are currently employed ● Title of your present position and date you entered it ● Your business telephone number ● Date you entered State service ● Present Union Affiliation*** *** in certain agencies, bargaining union applications will receive preferential consideration according to contract. B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position or in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the Agency Personnel Office to determine your qualifications. If an item does not apply to you, or if the information cannot be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT: ● Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. ● MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>
ES STATEMENT	<p>DUTIES / RESPONSIBILITIES: Within an assigned facility at the Adult Correctional Institution, to prepare, update, and keep manual and computer records of people committed to the Adult Correctional Institutions; to review records to determine bail, dates of release, and other pertinent information regarding inmate status; and to do related work as required.</p>
CATION & MINIMUM	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a senior high school; and Experience: Such as may have been gained through: employment in a position of the kind and level of a Correctional Officer responsible for the care and custody of adult inmates in a correctional institution. Or, Any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirements: Must have successfully completed the Rhode Island Department of Corrections Correctional Officer Training Academy Program</p>
APPLY WHERE TO	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail. SEND RESUME OR CS-14 APPLICATION TO: Stacey Dussault Junior Resource Specialist Office of Human Resources 39 Howard Avenue Cranston, RI 02920 Phone: 401-462-5120 Fax: 401-462-2685 Email: Stacey.Dussault@DOC.RI.GOV TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p>

Previous Bidders need NOT re-apply

E-VERIFY
PROGRAM
EMPLOYER

